

City of Saratoga invites your interest in the position

The recruitment will remain open until filled, with the first review of applications on August 26, 2024.

About the City

The City of Saratoga is an attractive residential community of approximately 30,000 known for its excellent schools and prestigious neighborhoods. The community's historic downtown district, known as "The Village," has distinctive dining, unique shops, and numerous buildings dating back to the late 1800's and early 1900's. Saratoga residents place an emphasis on retaining the quality of the city's semi-rural ambiance. The City also is home to Montalvo Arts Center and the Hakone Estate & Gardens, the oldest Japanese-style residential garden in the Western Hemisphere.

Read more at Saratoga.ca.us

[View the full Job Description](#)



Code Compliance Officer/Building Inspector

Community Development Department

\$54.25-\$65.94 per hour (5-step range)
On-site, full-time, benefited position (FLSA non-exempt)



ABOUT THE POSITION

Reporting to the Building Official, this specialized classification performs the full range of duties related to building inspection and code compliance activities required to ensure compliance with the City's Municipal Code as well as the full range of routine to complex inspections of residential, commercial, and industrial buildings; investigates citizen complaints of public nuisances and quality of life issues and seeks voluntary compliance or issues citations and initiates abatement procedures; performs inspections at various stages of construction, alteration, and repair of residential, commercial, and industrial building sites to enforce building, plumbing, mechanical, electrical, and environmental codes, and other governing laws and ordinances, including basic zoning, grading, fire, and safety regulations; reviews applications and conducts inspections on a wide range of business licenses and special events permits such as those for massage establishments, special events, and noise exemptions; and performs related work as required.

City offices operate on a 9/80 schedule: Monday-Thursday for 9 hours, 8-hours one Friday, off/closed the other Friday. This position is located at City Hall, 13777 Fruitvale Avenue; operational hours are 7:30 am-5:00 pm.

EXPERIENCE AND EDUCATION

The position requires the equivalent to graduation from twelfth (12th) grade, supplemented by vocational training in the construction trades and two (2) years of increasingly responsible experience performing municipal code enforcement or building inspection work.

- At time of appointment, possession of a valid California driver's license and a valid International Code Council (I.C.C.) Building Inspector Certificate
- Within twelve (12) months of appointment, completion of POST PC 832 training without firearms component and possession of Statewide California Association of Code Enforcement Officials (CACEO) Code Enforcement Officer 1 Designation.

The ideal candidate will have related experience suited to a small city and the ability to work both in the field and at the public service counter with tact and professionalism. The candidate should excel at managing multiple ongoing processes and requests, possess outstanding oral and written communication skills, exhibit technical expertise and acumen, and be able to provide superior customer service. The ability to develop strong, collaborative working relationships is essential.



How to Apply

To be considered for this exciting career opportunity, please apply online through CalOpps.org (search word: Saratoga).

As part of your online application, provide the City with a cover letter and resume, along with responses to the required supplemental questions. Applications that do not include the above elements or that do not include work history in the application will not be considered. The most qualified applicants will be invited to participate in the testing process, which may consist of a written exercise and oral interviews.

The recruitment will remain open until filled, with the first review of applications on August 26, 2024. The recruitment may close any time if a sufficient number of qualified applicants have been received.



CITY GOVERNMENT

Incorporated in 1956, Saratoga operates under a Council-Manager form of government. At the time, many school and utility districts were in existence and consequently more than one district may serve within the City's boundaries. Fire protection services are provided through special districts, and the City has formed collaborative relationships and service contracts with other governmental agencies including law enforcement services through Santa Clara County Sheriff's Office, animal control services provided by the City of San Jose, recreation programs provided by Los Gatos-Saratoga Community Education and Recreation, and library services provided by Santa Clara County Library District. Sanitation services are provided by West Valley Sanitation District and Cupertino Sanitary District.

The City's FY 2024/25 Operating Budget is \$35.8M and includes 56.25 full-time equivalent (FTE) positions. The City's organizational structure includes five departments: City Manager, Community Services, Administrative Services, Community Development, and Public Works.

The Community Development Department includes two active Divisions: Planning and Building, which provide permitting and licensing, plan review, code compliance, building inspection, and related community service support functions.

COMPENSATION AND BENEFITS

The City of Saratoga provides excellent compensation and benefits. The salary for this position will be set at a step between steps 1 and 5 based on qualifications and experience of the selected candidate. The City has a seven-step range, including multi-year steps 6 and 7. Advancement to steps 6 and 7 is after four (4) years of satisfactory service at Steps 5 and 6, respectively.

The attractive benefits package includes:

- CalPERS Retirement Plan: 2% at age 60 formula for "Classic Members" or 2% at age 62 formula for "New Members."
- CalPERS Health Insurance: Comprehensive HMO and PPO plan options available. The City contributes monthly towards the full cost of the monthly health plan premium as follows (2024 rates): \$969.19 for employee-only coverage, \$1,938.56 for employee plus one dependent coverage, and \$2,520.11 for employee plus two or more (family) coverage. The employee pays the amount of the monthly health plan premium above the City contribution as a pre-tax payroll deduction.
- Dental Insurance: Comprehensive in and out of network plan options available. The City contributes 100% of the dental premium.
- Life Insurance: City paid coverage group term life policy of \$100,000.
- Long Term Disability: City paid coverage plan design of 66-2/3 of salary to a maximum of \$2,000 per month with an employee buy up option to a maximum of \$8,200 per month.
- Deferred Compensation: The City will match contributions to a deferred compensation account up to a maximum of \$150 per month.
- Paid Time Off (PTO): PTO is accrued at a rate of 22 days per year.
- 9/80 City Work Schedule: Nine-hour days Monday through Thursday, eight-hour day one Friday, then off the next Friday.
- Tuition Reimbursement: Employees are eligible to receive up to \$4,000 per year in tuition reimbursement.

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